



Overview

A potential employer has just contacted you, or you plan to be contacted soon. In order to prepare for your interview, there are several questions that you should address regarding the practice:

General

- What was the reason for this position becoming available?
- How would you describe the current practice facilities?

Culture

- What is the group's style of patient care?
- How are conflicting issues and feelings controlled within the group?
- How does the group make decisions?
- How does seniority affect decision making?
- What types of ethical issues are addressed regarding the treatment of patients?

Workload

- How many patients are seen per day/per week?
- How many new patients are seen per day/per week?
- How many hours of work do physicians at this practice average per week?
- Are there any additional hours that are required by the practice?
- Are there any additional hours that are encouraged by the practice?
 - Emergency rooms
 - Clinics
- How often will I be on call?
 - Nights
 - Weekends
 - Holidays

Details

- How would you describe your average patient?
- What are the most common causes for a patient visit?
- What types of medical procedures are performed at the practice?
- What is the total number of examination rooms?
- What medical equipment is available for use at the facility?
- On average, how much time is spent with the patient?
- On average, how much time is spent filling out paperwork per patient?
- What has been the average number of new patients per year, for the past five years? (Growth potential)
- What is the experience level of the group's members?
- How long have individual members been with the practice?

- How long do most physicians stay with the group?
- What is the average age of the physicians?
- Who all does the group receive referrals from?
- When would a patient be referred to another physician in the practice, or to a physician outside of the practice?

External Relations/Community

- Are any group members involved in other medical affairs?
 - Teaching
 - Community Involvement
 - Special organizations
 - Research
- How does the community view the medical group practice?
- How do other area physicians view the medical group practice?
- How do your patients view the medical group practice?
 - Have any patient satisfaction studies been conducted?
- How many health care organizations do you compete with in the community?
- Please list the hospitals at which the group's physicians have staff privileges.
- Will there be available specialists at these hospitals?
- What is the staff description in these hospitals' Emergency Rooms?
- Are there any health related support services available to patients in the community?

Systems

- What type of medical record system does the practice use?
- What billing/accounting system does the practice use?
- What is the average length of time for an invoice to be completed and mailed?
- What scheduling system does the practice use?
- How many staff members does the practice employ?
- What are the turnover ratios for different staff positions?
- What types of staff members are employed by the practice?
 - Accountants
 - Lab technicians
 - RNs and LPNs
 - Physician Assistants
 - Transcription
 - Courier
 - Secretarial
 - Administrative
- How many physicians does the practice employ?
- Do physicians have the authority to select their own nurse?

Financial Stability

- What is the number of managed care contracts that your practice has?
- What is the percentage of patient payment types?
 - Medicare
 - Medicaid
 - Private Insurance
 - Goodwill (Uninsured)
- What were the group's total charges last year?
- What is the gross collection rate of the practice?
- What is the average of collections and charges for physicians?
- What is the group's current accounts receivable amount?
- What was the group's total bad debt last year?
- How does the practice handle collecting overdue bills?
- What is the group's operating overhead?
- When are fee schedules reviewed and revised?
- What is the age of plant and equipment?
- What is the group's debt ratio?
- How does the practice finance equipment purchases?
- Is there any remaining debt on facilities?

Contract Agreement

- What will the duration of the job contract be?
- What are the conditions regarding termination of the job contract?
- Is a non-complete clause included in the contract?
- Are there incentives or bonuses detailed in the contract?
- How much paid vacation time is allotted per year?
- Will the practice pay for any/all relocation expenses?
- What benefits does the practice offer?
 - Malpractice Insurance
 - Health Insurance
 - Retirement options
 - Paid Continuing Medical Education
 - Incentives or Profit Sharing
 - Accessories (computer/lap top, cell phone, pager)

Future Issues

- Will I receive time off for Continuing Medical Education?
- How will job performance be evaluated, and how often?
- Is it possible to eventually have ownership in the medical group practice?